

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
WASHINGTON D.C. 20240  
March 24, 1997

In Reply Refer To:  
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Replaces IM 93-40  
& IM 96-83

EMS TRANSMISSION 3/25/97  
Instruction Memorandum No. 97-94  
Expires: 09/30/98

To: All WO and FO Officials  
Attention: Group Managers, Program Leads, Bureau Records Administrators,  
Freedom of Information Act Coordinators, and Privacy Act  
Coordinators

From: Director

Subject: Interim Guidance - Records Access Categories List

This Instruction Memorandum (IM) transmits the updated "Records Access Categories Listing" for the Bureau of Land Management (BLM).

**What is the BLM "Records Access Categories Listing":**

The original Bureau "Records Access Categories Listing" was issued in 1990. At that time, Bureau Program and Freedom of Information Act (FOIA) Coordinators, and Records Administrators identified three access categories in which to place its records. The listing is the most comprehensive access category listing issued by the Bureau. It provides information on what BLM information is public and non-public. A more specific breakdown of the general items provided can be found in the BLM Records Retention Disposition Schedule (refer to IM No. DW-96-4027, and Change 1). The following are the three categories of records:

- CATEGORY 1: PUBLIC INFORMATION  
(Free for View, Charges for Copies)
- CATEGORY 2: PUBLIC INFORMATION  
(Information Service/Discretionary Electronic Records - Charges  
for Access and Copying)
- CATEGORY 3: NON-PUBLIC RECORDS  
(FOIA Request is Required)

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**What is The Function of the Listing?:**

The listing is intended to:

- Ensure a consistent and proper handling of records which must be protected by law;
- Be used as a tool when placing information on the Internet (or providing information to the public by other means). It will help to identify which information is public, and which information has sensitive information which must be segregated from it;
- To facilitate responding to public requests for information, and

- Function as a reference for the public to identify which information is public and does not require a FOIA Request.

### **Why Interim Guidance?:**

The attached revised listing is the result of several rounds of requests for comments, and it has been reviewed and clarified by Records Administrators, FOIA Coordinators, and Program Specialists. After the BLM offices have had experience with using this document, a request for comments for proposed changes or improvements will be made, to ensure that this document is as accurate and comprehensive as possible.

Please consult your office's FOIA Specialist when requests from the public are received for Category 3 or other sensitive information. If there are any questions concerning this IM, please contact Marilyn Legnini, Bureau FOIA/Privacy Act Officer, at (202) 452-5013.

Signed by:  
Michael Nedd  
Deputy Assistant Director  
Information Resources Management

Directives by:  
Robert M. Williams  
Directives and Records  
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### **1 Attachment:**

1 - Bureau of Land Management Records Access Category Listing (17 pp)

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT**

**RECORDS ACCESS CATEGORIES LIST  
Last Updated March 1997**

- **CATEGORY 1: PUBLIC INFORMATION  
(Free for View, Charges for Copies)**
- **CATEGORY 2: PUBLIC INFORMATION  
(Information Service/Discretionary  
Electronic Records - Charges for Access  
and Copying)**
- **CATEGORY 3: NON-PUBLIC RECORDS  
(FOIA Request is Required)**

## **CATEGORY 1 -- PUBLIC INFORMATION**

Category 1 records include information the Bureau has voluntarily made available to the public because of public interest. It also includes those documents which Federal agencies are required to make available to the public either because of the Freedom of Information Act (FOIA), Administrative Procedures Act, or other public land statutes and regulations. These records are required to be made available for free public inspection.

The records marked with an asterisk ( \* ) in Category 1(A) may on occasion, contain some non-public (Category 3) information which is withholdable under the FOIA or other statute, and which is marked in the file, and removed from the case file when it is requested for review by the public. Examples of this sensitive information are: Ongoing negotiations, financial information, business information, personal/privacy information (e.g., social security numbers, home addresses of individuals, etc.), investigations, internal memos, drafts, and working documents, proprietary, geological and geophysical information relating to wells, archaeological, paleontological, endangered species, cave sites, or other sensitive information.

Requests for non-public information (marked with an asterisk below) maintained within Category 1 files must be made under the FOIA through that office's FOIA Coordinator. Please consult your FOIA Coordinator if questions come up on what specific information falls under the protection of one or more of the nine FOIA exemptions.

### ***A. Category 1(A) - (Files Marked (\*) May Contain Sensitive Information That Must be Segregated from the File Requested):***

#### **Administrative Records (Miscellaneous)**

- \*1** The BLM Manuals, Handbooks, Information Bulletins, and Instruction Memorandum that affect members of the public (All or portions exempt when a FOIA Exemption applies. For example with law enforcement manuals, personnel certification, and auditing procedures, etc.)
- \*2** Cooperative relations documents with other entities (Assistance Agreements (Cooperative Agreements and Grants), Data Share Agreements, Interagency Agreements, Memorandum of Understanding, and Partnership Agreements)
- \*3** EMail Directories (names, phone numbers of law enforcement agents **are not** released)
- \*4** Table of Organization Chart (current organization, but not the individual listing of law enforcement personnel)
- \*5** Telephone Directories (names, phone numbers of law enforcement agents **are not** released)

#### **Natural Resource Program Records (also see "Automated Systems")**

- \*6** Bond and Surety Case Files (Manual)
- \*7** Cadastral Survey Group Files (includes Survey Protests, Appeals and Contests)

- \*8 Comment Letters from Members of the Public (without names, home addresses, phone numbers of **individuals** when the law allows).
- \*9 Competitive Sale Mineral Record (examples of non-public information include fair market value, reserves, trade secrets, or company financial data)
- \*10 Contest Files
- \*11 Cultural Resource permits (no public access to location or contents of archaeological or native American sites).
- \*12 Easement Files
- \*13 Exchange Files (Land and Resources)
- \*14 Forest Land Inventory Files - Allowable Harvest Calculations
- \*15 Geothermal Competitive Availability List (supporting private information exempt)
- \*16 Grazing Allotment Files
- \*17 Grazing Use Files
- \*18 Hazardous Material Site Administrative Record (segregate pre-decisional, confidential information, or sampling results)
- \*19 Hearing and Appeal Case Files (e.g for grazing, minerals, Native Allotments, etc.)
- \*20 Indian Allotment Books
- \*21 Land Use Lease and Permit Case Files (**Privacy Act System No. PA-LLM-32**)
- \*22 Land Selection Case Files and Appeals
- \*23 Land Withdrawal Case Files (**Privacy Act System No. PA-LLM-32**)
- \*24 Land and Mineral Classification Files (**Privacy Act System No. PA-LLM-32**)
- \*25 Mineral Lease and Permit Case Files (**Privacy Act System No. PA-LLM-32**)
- \*26 Mineral Patent Application
- \*27 Mineral and Vegetal Material Sales (**Privacy Act System Notice No. PA-LLM-16**)
- \*28 Mining Claim Validity Files
- \*29 Mining Notices and Plan of Operations Files
- \*30 Oil and Gas Competitive Sale List
- \*31 Oil and Gas Competitive Results List (bids offered withheld)
- \*32 Onshore Operational Case Files (APD's, Unit Agreements, Communitization Agreements, Individual Well Records)
- \*33 Nomination/Expression of Interest Case Files (43 CFR 3120)
- \*34 Public Land Patent Files (**Privacy Act System No. PA-LLM-32**)
- \*35 Published Draft and Final Environmental Impact Statements (including environmental assessments) (without names, home addresses, phone numbers of **individuals** when the law allows).
- \*36 Published Draft and Final Resource Management Plans (without names, home addresses, phone numbers of **individuals** when the law allows).
- \*37 Quit Claim Deed Files (**Privacy Act System No. PA-LLM-32**)
- \*38 Range Improvements

- \*39 Real Estate Appraisals (non-Public until land sale completed)
- \*40 Reciprocal Use and License Agreement Case Files
- \*41 Reports of Undesirable Events
- \*42 Resource Management Planning Map Overlays (Mylar, various scales) (Withheld is sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)
- \*43 Rights-of-Way (**Privacy Act System No. PA-LLM-32**)
- \*44 Short-term Leases and Permit (**Privacy Act System No. PA-LLM-32**)
- \*45 Studies, Inventories, Reports, statistics on land management and resource use (Withheld is sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)
- \*46 Timber Sale Contracts
- \*47 Townsite Files
- \*48 Unit Resource Analysis (includes map overlays), Management Framework Plans (Withheld is sensitive information such as minerals and proprietary information, and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc.)
- \*49 Wild Horse and Burro Adoption and Title Files (**Privacy Act System Notice No. PA-LLM-28**)
- \*50 Wild Horse and Burro Health Records
- \*51 Wilderness Area Case Files

#### **Procurement and Property Records**

- \*52 Acquisition Files

### ***B. Category 1(B) - No Parts are Sensitive:***

#### **Administrative Records (Misc)**

- 53 Annual Reports (Final) (Department, BLM, State Office Reports)
- 54 Bureau Circulars
- 55 Bureau Employee Biography File (**Privacy Act System Notice No. PA-OS-65**)
- 56 Bureau Final Decisions That Affect the Public
- 57 Collection Officer Designations
- 58 Directives Digest/Index
- 59 Executive Orders
- 60 Federal Register Notices
- 61 Federal Register Published Proposed Legislation and Regulation Files
- 62 Historical Indexes
- 63 Indexes and Finding Aids to public records
- 64 Press Releases
- 65 Privacy Act Notices
- 66 Publications (Public Lands, and Bureau Publications)

- 67 Public Released Photos and Audiovisual Records
- 68 Public Released Training Manuals (e.g., Fire Suppression Training)
- 69 Secretarial Orders

### **Budget Records**

- 70 Strategic Budget Plan (Final)

### **Natural Resource Program Records (Also see "Automated Systems")**

- 71 Advisory Committee meeting and membership records
- 72 Cadastral Survey Field Notes (after approved) (including Mineral Survey Field Notes) (**Note:** Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information are **non-public**)
- 73 Cadastral Survey Plats (after approved) (including Mineral Survey Plats) (**Note:** Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information are **non-public**)
- 74 Case File Indices (manual and automated)
- 75 Color of Title Case Files
- 76 Control Document Index (filmed patents, withdrawals, EO's, etc.)
- 77 Corner Recovery Cards (Found Section Corner Cards)
- 78 Easements
- 79 Information Collection Budget Records
- 80 Information Resource Management Plans (IRMP)
- 81 Interior Board of Land Appeals (IBLA) Decisions
- 82 Master Title Plats
- 83 Mineral Surveyor Appointment List ( **Privacy Act System Notice No. PA-LLM-6**)
- 84 Mining Claim Recordation Files and Indexes
- 85 Mining District Connection Sheets
- 86 Official Agency Record Designation Documentation
- 87 Patent Documents, Books and Clear Lists (all formats) (**Note:** Information on chemical analysis, content of mineral samples, geological, geophysical, economic or commercial information are **non-public**)
- 88 Payment-in-Lieu-of-Taxes Records
- 89 Project Development and Maintenance Records
- 90 Public Land Orders
- 91 Protraction Diagrams
- 92 Public Land Statistics
- 93 Published Draft and Final Resource Management Plans (including all types of resource and activity plans and public participation)
- 94 Published Maps (Sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc., is **non-public**)
- 95 Rangeland Inventory Files

- 96 Segregation Diagrams
- 97 Serial Register Books and Log
- 98 Timber Disposal Records
- 99 Tract Books
- 100 Unannotated Aerial Photography (Sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, and archaeological sites, etc., is **non-public**)
- 101 Use Plats
- 102 Waterpower Project and Classification Files
- 103 Wilderness Study Area Files

### **Personnel Records**

- 104 Automated Vacancy Announcement Distribution System
- 105 Position Descriptions, and Vacancy Announcements

**The only automated systems currently designated available to the public on-line for free public inspection are:**

### **Automated Systems**

- 106 Alaska Land Information System (ALIS)
- 107 Case Recordation
- 108 Mining Claims Recordation (including on-line reports)
- 109 ORCA

**The following automated system hard copy OUTPUTS are designated public and are available for free inspection and paper printouts of reports may be purchased:**

### **Automated System Hard Copy Outputs**

- 110 *Automated Abstracts of:*
  - ORCA ,
  - Case Recordation,
  - Mining Claims Recordation (free for view at state offices which have previously produced the hardcopy output).
- 111 Coal Lease Data System (**Privacy Act System Notice No. PA-LLM-4**)
- 112 Mineral Lease Management System (**Privacy Act Notice No. PA-LLM-3**)
- 113 Proprietor index from Case Recordation/ORCA (ALMRS) (alphabetical hard copy printout in public room)
- 114 Data Element Dictionary for Case Recordation, ORCA, Alaska Land Information System (ALIS), and Mining Claims Recordation (hard copy printout in public room)

## ***CATEGORY 2 - PUBLIC INFORMATION (INFORMATION SERVICE)***



## ***RECORDS/ DISCRETIONARY ELECTRONIC RECORDS)***

The BLM Office MAY choose to make electronic records available to the public for ON-LINE viewing AT A COST. The list of records in Category 2 have not traditionally been available in the BLM public rooms for free-for-view as those in Category 1. This category is discretionary in that the BLM may choose to make these records publicly available at a cost at the discretion of the State Director if the BLM office has the capability and desire to do so.

User fees are also charged for access to the information system. Any hard copy outputs from these systems may be viewed upon request at cost. Since the records have been viewed for exempt information as the FOIA will allow, a FOIA request is not needed to release Category 2 records.

- 115 Automated Lightning Detection Data (ALDS)
- 116 Batch reports from Case Recordation, ORCA, Alaska Land Information System and Mining Claims Recordation
- 117 Cadastral Survey Field Note Abstract Index System (request printout in T&R order from State Office Cadastral Survey Chief or Service Center)
- 118 Digital Base Mapping Data (the BLM sponsored state series maps of varying scales. Also see Resource Data under Category 3)
- 119 Digital Elevation Model (USGS) and DLGs
- 120 Directives Digest System
- 121 Eastern States Minerals
- 122 Eastern States Patent Index
- 123 Global Positioning System (Raw Data Collected by Community Base Stations)
- 124 Geographic Coordinate Data Base (those data sets that have been designated Official Agency Records by the State Director)
- 125 Initial Attack Management System (IAMS, but not including terrain data)
- 126 Legal Land Description (those systems that have been designated Official Agency Records by the State Director)
- 127 Non-Sensitive/Verified Corporate Automated Resources Data (as designated by the State Director, Service Center Director, Chief of Fire and Aviation, and Chief of Law Enforcement after designated as official agency records )
- 128 Other Non-Sensitive/Verified Non-corporate Automated Data (as designated by the State Director, Service Center Director, Chief of Fire and Aviation, and Chief of Law Enforcement)
- 129 Rangeland Improvement Project System (RIPS)
- 130 Remote Automated Weather Station Data (RAWS)

- 131 Status Collection Data (those data sets that have been designated as official agency records by the State director)
- 132 Timber Sale Information System
- 133 Wildfire Reporting (FDR-AFFIRMS)

## **CATEGORY 3 -- NON-PUBLIC RECORDS**

A Freedom of Information Act (FOIA) request must always be made in order for the private sector to obtain access to any **releasable portions** of non-public records (automated or manual records). Federal agencies are required to protect certain information from public disclosure such as privileged/confidential, commercial business information, personal privacy, geological and geophysical information relating to wells, ongoing investigatory materials, social security numbers, home addresses of individuals, archaeological, paleontological, and endangered species sites, etc.

In addition, agencies have the discretion to protect certain pre-decisional materials that are part of a deliberative process such as internal memoranda, staff working materials, draft and working documents etc., if the agency can identify a harm to Government operations or personal privacy. All requested non-public records must be reviewed to determine if the records can be released or whether the materials are sensitive and therefore must be withheld under one or more of the nine specific exemptions provided by the FOIA. Materials may only be withheld if one of the nine FOIA exemptions is applicable.

There are files listed under this Category which may have restricted access even within the Bureau (e.g. certain Privacy Act Systems of Records, and Law Enforcement Manuals and Directives).

Contact the Office's FOIA Coordinator or Privacy Act Coordinator concerning requests for records which should be reviewed under the FOIA or Privacy Act. For further information on access guidance, refer to BLM Manual Section 1278; External Access to the BLM Information.

### **Accountable Officers' Accounts Records**

- 134 Accounting Ledgers
- 135 Administrative Claims Files
- 136 Automated Financial Management System (***Privacy Act System Notice No. PA-LLM-22***)
- 137 Bill for Collection
- 138 Collection Transmittals
- 139 Imprest Accountability Report
- 140 Imprest Fund and Credit Card Records
- 141 Tort Claims Files

## **Administrative Records (Misc)**

- 142 Administrative Site (structures, underground storage tanks, etc) and (building survey, safety inspection and investigation files (includes radon tests, condition surveys, etc.)
- 143 Administrative Operations Records on Employees (includes: Workload and productivity records; travel activity and budgets; accident and safety records; property accountability; studies and special projects; committee and detail assignments; locator indexes, parking space assignments, mailing lists, and similar records) (***Privacy Act System Notice No. PA-Interior/OS-58***)
- 144 The BLM Information Bulletins (IB) (Much information in IBs is pre-decisional in nature and does not embrace official agency policy).
- 145 The BLM Manuals, Handbooks, and Instruction Memoranda which may contain information which if released may cause a circumvention of a legal requirement, or other information which may be exempt under a FOIA exemption (e.g. Law Enforcement, Security, and Job Hiring documents)
- 146 Briefing Papers
- 147 Committee Management Files (***Privacy Act System Notice No. PA-Interior/APB-68***)
- 148 Copy Fee Deposit (***Privacy Act System Notice No. PA-LLM-24***)
- 149 Correspondence (Controlled and general correspondence in Central Files and other file stations; correspondence on: Case records, from Congress, general inquiries of public room, and public affairs nature) (***Privacy Act System Notice No. PA-Interior/LLM-15***)
- 150 Delegation of Authority
- 151 Electronic Key Card Logs
- 152 Emergency Planning Records
- 153 Employee Identification Cards Records
- 154 Employee Record Cards
- 155 Enterprise Data Model
- 156 FOIA Requests and Appeals Files (***Privacy Act System Notice No. PA-Interior/OS-69***)
- 157 Forms Management Files
- 158 Historical Organization Files
- 159 Housing and Quarters Records
- 160 Internal Committee Records
- 161 Library requests, checkouts, and control files
- 162 Mailing Lists (personal information on individuals is protected under FOIA Exemption 6)
- 163 Management Improvement Plans and Project Case Files
- 164 Management Improvement Surveys and Studies
- 165 Manpower Management System (***Privacy Act System Notice No. PA-LLM-12***)
- 166 National Defense Executive Reserve System (***Privacy Act System Notice No. PA-FEMA/GOVT-1***)
- 167 National Security Classified Records

- 168 Postal and Mail Records
- 169 Printing Records
- 170 Privacy Act Requests and Appeals Records (***Privacy Act System Notice No. PA-Interior/OS-57***)
- 171 Private Relief Claimants (***Privacy Act System Notice No. PA-Interior/OS-13***)
- 172 Program Evaluation and Review Files
- 173 Reader Files
- 174 Records Disposition Files
- 175 Research and Development Records
- 176 Routine Information Request and Complaint Records
- 177 Safety Management Information (***Privacy Act System Notice No. PA-LLM-13***)
- 178 Schedules and Calendars
- 179 Security Clearance Files (***Privacy Act System Notice No. PA-LLM-14***)
- 180 Security and Protection Files (***Privacy Act System Notice No. PA-Interior/OS-45***)
- 181 Space and Maintenance Records
- 182 Suspense and Unearned Reports
- 183 Suspense Logs
- 184 Telephone Use and Telephone Call-Detail Records (***Privacy Act System Notice No. PA-Interior/OS-36***)
- 185 Temporary Receipt Books
- 186 Uniform Accountability Systems (***Privacy Act System Notice No. PA-LLM-30***)
- 187 Visitor Registers

**Automated Systems (includes all portions of the automated system (including the software program) which is not located on the public list):**

- 188 ADP Models and Simulations
- 189 Aquatic Resource Information Management System (ARIMS)
- 190 Archaeological Information Management System
- 191 ALMRS Project files (includes documentation, developmental records, data models and diagrams, software, test data, and converted data not yet released for public viewing)
- 192 Automated Inspection Records System (AIRS)
- 193 Automated Lease Management System (ALMS)
- 194 Automated Bond and Surety System
- 195 Constituent Database System
- 196 Corporate Data Dictionary (except elements from publicly available databases)
- 197 Data Element Dictionary (except elements from publicly available databases)
- 198 Digital Elevation Model and Other Acquired Data

- 199 Geographic Coordinate Data Base (those systems that have **NOT** been designated Official Agency Records by the State Director)
- 200 Geothermal Well Inventory
- 201 Global Positioning System Data (manipulated data)
- 202 Grazing Authorization and Billing System (GABS) (***operator records and allotment records***) (***Privacy Act System Notice No. PA-LLM-02***)
- 203 Hardware/Software Inventory Systems
- 204 Hydrologic Design Analysis
- 205 Integrated Habitat Inventory Classification System (IHICS)
- 206 Inventory Data System
- 207 Legal Land Description Data (those systems that have NOT been designated Official Agency Records by the State Director)
- 208 Master Name
- 209 Material Sales
- 210 Monthly Report of Operations
- 211 Name File System (***Privacy Act System Notice No. PA-LLM-31***)
- 212 Nonsensitive/Unverified Automated Resources Data
- 213 Nonsensitive/Verified Automated Resources Data which have **NOT** been designated by the State Director, SCD, or D-NIFC as approved for Category 2
- 214 Other Nonsensitive/Verified Non-corporate Automated Data which have **NOT** been designated by the State Director, SCD, or D-NIFC as approved for Category 2 (includes acquired data from other sources)
- 215 Other Nonsensitive/Unverified Automated Data
- 216 Other Sensitive Unverified or Verified Automated Data
- 217 Potential Drainage Detection System
- 218 Riparian Aquatic Inventory Data Summary (RAIDS)
- 219 Seed Bid Analysis
- 220 Sensitive Unverified or Verified Automated Resources Data
- 221 Soil, Water, and Air Resources
- 222 Solid Leasable Minerals System (SLMS)
- 223 Special Recreation Permit Data Base
- 224 Special Status Species Tracking System
- 225 Status Collection Data (those systems that have NOT been designated Official Agency Records by the State Director)
- 226 Terrain Data from Initial Attack Management System (IAMS)
- 227 Threatened and Endangered Data System (TEDS)
- 228 Wild Horse and Burro Applicant Database
- 229 Wild Horse and Burro Disposal Database
- 230 Water Data Management System
- 231 Waterpower System

- 232 Wildlife/Fisheries Information Systems. These include:
- Aquatic Resource Information Management System (ARIMS);
  - Integrated Habitat Inventory Classification System (IHICS);
  - Riparian Aquatic Inventory Data Summary (RAIDS);
  - Threatened and Endangered Data System (TEDS), and
  - Wildlife Observation Records Data System (WORDS).
- 233 Wildlife Observation Records Data System (WORDS)

### **Budget Records**

- 234 Budget Estimates/Justifications (drafts)
- 235 Preliminary Annual Work Plans
- 236 Progress and other Budget Reports

### **Information Resource Management (IRM) Records**

- 237 ADP System Configuration Plans (Continuity of Operations Plan, Risk Analysis, etc.) and Security Records
- 238 ADP User Statistics, Charge Codes, and Password Files
- 239 Radio Frequency Assignments
- 240 Radio Logs

### **Investigative Files**

- 241 Audit and Investigation Case Files
- 242 Civil Trespass Case Files Pending and Closed (***Privacy Act System Notice No. PA-LLM-19***)
- 243 Criminal Case Investigation (***Privacy Act System Notice No. PA-LLM-18***)
- 244 Employee Conduct Investigations (***Privacy Act System Notice No. PA-LLM-20***)
- 245 Law Enforcement Files
- 246 Patrol Logs
- 247 Telephone Hotline Records
- 248 Whistleblower Case Records

### **Natural Resource Program Records (also see "Automated Systems")**

- 249 Archeological & Paleontology site files and information
- 250 Aviation Use Files
- 251 Bond & Surety Case Files
- 252 Cave Records and Cave Site Locations
- 253 Cadastral Survey Pocket Field Tablets
- 254 Company Proprietary Data

- 255 Drinking Water Quality Test Files
- 256 Environmental Reports, Management Plans still in progress prior to release comments
- 257 Fire Records (e.g. of sensitive information: criminal investigations, project inspector logs, etc.)
- 258 Fire Reports
- 259 Fire and Aviation Summary Report
- 260 Fire Billing Log
- 261 Fire Experience and Qualifications File
- 262 Hazardous Material (non-public privileged and confidential documents)
- 263 Hazardous Material Inventory
- 264 Land Appraisal Case Files
- 265 Law Enforcement Activity Feeder Reports
- 266 Law Enforcement Manuals, and Guidance
- 267 Litigation Files
- 268 Mailing Lists (personal information on individuals is protected under FOIA Exemption 6)
- 269 Manuscript and Annotated Map (base maps)
- 270 Mineral Reports (Refer to BLM Manual 3060, Appendix 2)
- 271 Mineral Surveyor Appointment Files
- 272 Native American Grave, Cultural, and Sacred Sites Information
- 273 Non-public Photos and Audiovisual Records
- 274 Non-serialized lands permits, leases and other realty case files.
- 275 Aerial Photography (Withheld is sensitive information such as minerals and proprietary information and sensitive location information on threatened and endangered species, riparian habitat, cultural, paleontological, cave, and archaeological sites, etc)
- 276 Private Relief Claimants Legislative Files
- 277 Qualification Files (e.g. corporate information on companies)
- 278 Registers, Tracking, Control, and Finding Aids to Internal Records
- 279 Report of Survey
- 280 Security Incident Files
- 281 Sign Location Records
- 282 Special Status Species
- 283 Threatened and Endangered Plants and Animals Locations
- 284 Township and Range Files
- 285 Unapproved Cadastral Survey Records (e.g., draft plats and field notes)
- 286 Unpublished Proposed Legislation and Regulation Files Water Rights
- 287 Permit Files
- 288 Wild Horse Appeal Files
- 289 Wild Horse Studies
- 290 Working Papers



## **Payroll Records**

- 291 Individual Allotment Files
- 292 Individual Earning and Service Cards
- 293 Insurance Deductions Files
- 294 Leave Application and Records
- 295 Levy and Garnishment Files
- 296 Payroll Files (***Privacy Act System Notice No. PA-Interior/OS-85***)
- 297 Retirement Files (***Privacy Act System Notice No. PA-Interior/OS-85***)
- 298 Savings Bonds Records
- 299 Tax Files
- 300 Time and Attendance Reports (***Privacy Act System Notice No. PA-Interior/OS-85***)
- 301 Wage Survey File

## **Personnel Records**

- 302 Administrative Training Manuals
- 303 Adverse Actions and Actions Based on Unacceptable Performance (***Privacy Act System Notice No. PA-OPM/GOVT-3***)
- 304 Appeals for: Position Classification, Job Grading, and Retained Grade or Pay (***Privacy Act System Notice No. PA-OPM/GOVT-9***)
- 305 Applicant Race, Sex, National Origin, and Disability Status Records (***Privacy Act System Notice No. PA-OPM/GOVT-7***)
- 306 Discrimination Complaints (***Privacy Act System Notice No.-Interior/OS-18***)
- Donated Leave Program Case Files
- 307 Employee Awards (also see Incentive Awards below)
- 308 Employee Medical Records
- 309 Employee Performance File System Records (***Privacy Act System Notice No. PA-OPM/GOVT-2***)
- 310 Employment Application
- 311 Equal Employment Opportunity (EEO) Records (***Privacy Act System Notice No. PA-EEOC/GOVT-1***)
- 312 Examining and Certification Records (***Privacy Act System Notice No. PA-OPM/GOVT-5***)
- 313 Federal Employees Compensation Act (FECA) Chargeback Case File (***Privacy Act System Notice No. PA-Interior/OS-72***)
- 314 Financial Disclosure Reports Grievance, Disciplinary, Adverse Action, Complaints and Appeals Files (***Privacy Act System Notice: Grievance Records; No. PA-Interior/OS-74***)
- 315 General Personnel Records (***Privacy Act System Notice No. PA-Interior/OS-79***)
- Health Benefits and Compensation Claims
- 317 Health Records

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- 318 Incentive and Honor Awards (**Privacy Act System Notice No. PA-LLM-26**)
- 319 Labor Management Relations Records
- 320 Medical Files System Records (located in medical personnel, dispensary, health, safety, or other designated offices within the Bureau) (**Privacy Act System Notice No. PA-OPM/GOVT-10**)
- 321 Merit Promotion Files (**Merit System Protection Board Privacy Act System Notice No. PA-MSPB/GOVT-1**)
- 322 Negotiated Grievance Procedure Files (**Privacy Act System Notice No. PA-Interior/OS-78**)
- 323 Occupational Injury and Illness Files
- 324 Official Personnel Files (OPF) (**Privacy Act System Notice No. PA-OPM/GOVT-1**)
- 325 Performance Ratings
- 326 Personal Injury Files
- 327 Personnel Actions
- 328 Personnel Counseling Records
- 329 Placement Records (**Privacy Act System Notice No. PA-OPM/GOVT-5**)
- 330 Position Classification Files
- 331 Recruiting Records (**Privacy Act System Notice No. PA-OPM/GOVT-5**) 332
- Personnel Research and Test Validation Records (**Privacy Act System Notice No. PA-OPM/GOVT-6**)
- 333 Security Clearance Files
- 334 Service Record Cards
- 335 Standards of Conduct, Ethics Files
- 336 Supervisory, Duplicate Personnel Files
- 337 Training Records
- 338 Unfair Labor Practice Charges/Complaints (**Privacy Act System Notice No. PA-Interior/OS-77**)
- 339 Vacancy Files (includes SF-171s, applications, list of applicants that applied, (a rating plan, rating panel rating sheets, and summaries)
- 340 Volunteer Records

### **Procurement and Property Records**

- 341 Bids and Proposals (Contract Files) (Privacy Act System Notice No. PA-LLM-23)
- 342 Contract Appeals Files
- 343 Contractor's Payroll Files
- 344 Contract Proposals (The Federal Property and Administrative Services Act is an Exemption 3 statute which allows withholding of technical, management, or cost proposals submitted by contractors in response to competitive solicitations)
- 345 Credit Card Holder Listings
- 346 Credit Card Transaction Ledger
- 347 Credit Card Payment File

- 348 Excess, Surplus Personal and Real Property Reports
- 349 Grant Files (of Unsuccessful Grant Applications and Administrative Files)
- 350 Property and Supplies Accountability (***Privacy Act System Notice No. PA-LLM-9***)
- 351 Personal Property Accountability Files (***Privacy Act System Notice No. PA-Interior/OS-51***)
- 352 Property Inventory Files
- 353 Real Property Management Case Files
- 354 Requisitions and Purchase Orders (including bankcard statements & Blanket Purchase Agreements (BPAs))
- 355 Routine Procurement Files
- 356 Small and Disadvantaged Business Utilization Files
- 357 Stores Records
- 358 Tax Exemption Files

### **Travel and Transportation Records**

- 359 Aircraft Accident/Incident Report
- 360 Aircraft Crew/Mechanic Information File (***Privacy Act System Notice No. PA-Interior/OS-7***)
- 361 Aircraft Flight Schedule
- 362 Aircraft Passenger Manifest Records - Fire Control (***Privacy Act System Notice No. PA-LLM-8***)
- 363 Aircraft Use Report
- 364 Freight Records
- 365 Motor Vehicle Accident Files
- 366 Motor Vehicle Operator Records (***Privacy Act System Notice No. PA-LLM-10***)
- 367 Motor Vehicle Records
- 368 Travel Authorization and Reimbursement Files (***Privacy Act System Notice No. PA-LLM-21***)